

A COMPETITIVE EVALUATION SYSTEM

FOR

THE OFFICE OF PERSONNEL

I. POLICY

It is the policy of the Office of Personnel

A. That those careerists under its jurisdiction for career management will be competitively ranked by grade levels, and that the competitive ranking lists will be used as the basis for merit promotions, career counseling, and assignments;

B. That the competitive evaluations will be conducted at least annually;

C. That Career Service Board and Panel Members should voluntarily disqualify themselves from the competitive evaluation of any officer, if for personal reasons they feel they cannot render an objective evaluation in accordance with the ranking criteria;

D. That the criteria of the evaluation system will be reviewed annually by the Career Service Board in order to maintain its relevancy to the management needs of the Office of Personnel;

E. That each person being ranked will be advised of the criteria used for ranking under the competitive evaluation system.

II. OBJECTIVES:

The objectives of the Competitive Evaluation System are:

A. To provide standards by which non-clerical SP careerists will be competitively evaluated;

B. To identify those individuals who merit career advancement;

C. To provide relevant data to the Career Service Board and Panel for the development, training, and counseling of SP careerists.

III. RANKING INSTRUCTIONS:

A. Each section of the attached ranking worksheet identifies a specific dimension of the careerist. While SP Careerists hopefully share common attributes and talents, there will be distinct differences in their levels of skills, performance, and potential. Because of its design, the criteria tends to have its own built in weighting system; the one exception is part C. Thus, evaluating officers should weight each item in Section A, B, and D as one (1) and Section C only as two (2).

7 B. To achieve an objective, competitive ranking, the attached worksheet will be used by the evaluating officer. After the officer has prepared a separate worksheet for each careerist within the specific grade, he will then rank all careerists in numerical order on the basis of their over-all weighted score. The Board or Panel will meet and reach a consensus on a final ranking list by grade which will be submitted to the Director of Personnel for approval. The ranking worksheets will be given to the CMO for counseling individual careerists.

C. The following precepts will be adhered to during the ranking process:

1. The official personnel file and any other relevant information will be available for use during the evaluation process.

2. Poor performance in the past should be evaluated in juxtaposition with the most recent performance.

3. Emphasis should be placed upon demonstrated willingness to acquire and update his technical knowledge and skills, e.g., participation in internal and external training, attendance at professional seminars, etc.

4. Emphasis should be placed upon ability to assume increased responsibilities and to apply newly developed or acquired technical/managerial skills.